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OC-M-75-068

31 JAN 1975

MEMORANDUM FOR: Deputy Director for Administration
SUBJECT : Communications Requirements for FY-1977-81
REFERENCE : OC-M-74-050, 25 January 1974

1. As requested by the reference in 1974, upon receipt of the annual Program Call, the Office of Communications would again appreciate receiving up-to-date information from the other Offices in the Administration Directorate regarding future planning requiring communications support. Your FY-1977 communications requirements and projections for 1978-81 will be incorporated into the OC response to the recent Program Call. Hopefully, some planned increases may be offset by planned decreases. Therefore, please indicate any decreases which may be planned as well as any increases.
2. It would be helpful if the specific locations and other related information concerning requirements are indicated so that detailed planning and cost estimates can be prepared. Requirements for secure voice, data and facsimile should be included, as well as record communications needs.
3. In those cases where precise forecasts are not possible this far in advance, please indicate the numbers of various types of activities and the general geographic locations.
4. It would be appreciated if the responses from your individual Directorate Offices could be consolidated and forwarded to this Office by 21 February. As you are aware, we are soliciting requirements from the other Agency Directorates in the same time frame.


Director of Communications

cc: O/Comptroller

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